



THE STATE BAR OF CALIFORNIA

MCLE - OFFICE OF CERTIFICATION

180 Howard Street, San Francisco, CA 94105 U.S.A. • www.calbar.ca.gov • 415-538-2155

COMPLIANCE GROUP **2** (last name begins with H–M)

IF YOU RECEIVED THIS INSERT, YOUR PERSONALIZED MCLE COMPLIANCE CARD IS ENCLOSED.

You must submit your MCLE Compliance Card by February 3, 2003. You will be charged a \$75 late fee if your Compliance Card is late.

EXEMPT? You must submit a compliance card every compliance period and, if you were exempt for less than 32 months in the compliance period, you owe a proportional requirement. If you fail to timely send a compliance card, you are subject to the same late fees and sanctions as other bar members.

RETIRED? SUSPENDED? The only time the MCLE requirement is tolled is if you are officially on voluntary inactive status. Members who consider themselves retired but remain on active status are subject to the MCLE requirement. Members suspended for discipline or for nonpayment of dues are also subject to the MCLE requirement during the period of their suspension.

“REGULAR” MCLE REQUIREMENTS		SPECIAL REQUIREMENTS within the total hours required (may be taken as participatory or self-study)		
Group 2 (H–M) Current Period	Total Hours Required	Legal Ethics	Substance Abuse & Emotional Distress	Elimination of Bias in the Legal Profession
2/1/00–1/31/03	25 hours required (12.5 hours may be self-study)	4 hours required	1 hour required	1 hour required

How Should I Complete My Compliance Card?

Read this enclosure and the information on the back of the Compliance Card. Mark only one box, sign and date your Compliance Card. Unless you are exempt from the requirement, you cannot mark a box and submit your Card until you have completed the required education. Incomplete Compliance Cards (without a box marked or unsigned) cannot be processed and will be returned to you.

The 3 basic options on the Compliance Card are:

Box 1 Regular Requirement– Check this box if you completed 25 hours of MCLE.

Box 2 Proportional Requirement– Check if you completed your proportional requirement. (See below.)

Box 3 Exempt– Check the box that describes your exemption, if you were exempt for the entire period.

Proportional Requirement

The MCLE requirement is prorated if you were: (1) admitted after 2/1/2000; (2) exempt for a portion, but not the “entire,” compliance period; or (3) officially on voluntary inactive status for a portion of the compliance period. To calculate your proportional requirement consult www.calbar.ca.gov or call 415/538-2155.

[Note: If you are subject to the MCLE requirement for 4 months or less in the compliance period, you do not need to complete any education. Members exempt for at least 32 months of the compliance period are considered exempt for the “entire” compliance period and should see “Box 3” on the reverse.]

Frequently Asked Questions

Answers to more FAQs, information on calculating a proportional MCLE requirement and “What’s New” can be found on the Bar’s website at www.calbar.ca.gov or by calling 415/538-2155.

How much education have I completed?

At this time the State Bar does **not** keep track of the approved MCLE education you have completed. You are responsible for keeping track of the education you have completed, maintaining your certificates of attendance and a record of your self-study activities. **Do not send your certificates** of attendance and self-study record with your Compliance Card. See “What If I’m Audited?” below.

Certificates of attendance list the overall amount of credit available for an activity and whether any credit is available for legal ethics, prevention of substance abuse/emotional distress, and elimination of bias in the legal profession. If you cannot locate a certificate of attendance or if your information about an activity is incomplete, contact the provider directly. Telephone numbers for approved providers can be found on the State Bar's website at www.calbar.ca.gov

Can I carry forward credits from last time?

No. Credit may be claimed only for approved education taken on or after 2/1/2000 that was **not** counted toward compliance with your MCLE requirement for the 2/1/97-1/31/00 compliance period. (Group 2 members had until 2/1/2001 to report compliance for the 1997-2000 compliance period.)

What if I don’t send in my compliance Card by 2/3/2003?

1. If you fail to return a complete compliance card postmarked on or before February 3, 2003, you are not in compliance.
2. If you fail to return a complete compliance card postmarked on or before March 15, 2003, **you will be charged a \$75 non-compliance fee**, regardless of whether you are exempt or have completed the education requirement. (You will receive a fee statement (bill) that includes this amount and any other outstanding fees.)
3. If you fail to pay the late fee and send in a complete compliance card, on or after May 15, 2003 we will send you a **Non-Compliance Notice** that gives you at least 60 days to comply.
4. If you do not comply by the deadline listed in your Non-Compliance Notice, you will be **placed on not entitled to practice status**, and will not be permitted to practice law until you comply with all of the **MCLE reinstatement requirements**, which include submitting:
 - a. your Compliance Card, if you have not already done so
 - b. the \$75 non-compliance late fee, if you have not already paid it
 - c. an additional \$200 re-entry fee and
 - d. complete documentation of compliance, which includes the certificates of attendance given to you by providers for your participatory hours and your log of your self-study hours, or proof of exempt status if applicable.

What if I’m audited?

If you are audited, you must prove compliance with your MCLE requirement by providing the following:

- The certificates of attendance given to you by providers;
- Your record of self-study activities including, as appropriate, the title, provider, time spent in the activity, subject matter of the activity, and the date on which you engaged in the activity; and
- Proof of exempt status, if applicable.

You must maintain the records listed above for one year from the time you submit your Compliance Card, in case you are audited. **Do not send these records with your Compliance Card unless asked to do so.**



MCLE

THE STATE BAR OF CALIFORNIA

MCLE TELEPHONE (415) 538-2155

GENERAL INFORMATION

Compliance Group 2

(Last name beginning with H-M)

Compliance Period from February 1, 2000 to January 31, 2003

- The MCLE requirement for this compliance period is 25 hours.
- Even if you are EXEMPT for the "entire" compliance period you still must complete and return your Compliance Card.
- You cannot file your Compliance Card until you have complied with your requirement.

TO REPORT YOUR COMPLIANCE :

- ✓ Mark your Bar No., Name and Phone No. on the Compliance Card below,
- ✓ Check the appropriate box on the Card,
- ✓ Sign and date the Card where indicated,
- ✓ Remove the Card from this page by cutting on the dotted line,
- ✓ Make a copy of the completed Card for your records, and then
- ✓ Return your completed Compliance Card to:

MCLE Compliance
P.O. Box 7241
San Francisco, CA 94120-7241

PLEASE NOTE:

- Pay careful attention when completing your card. If any of the information described above is missing, your card will be rejected as incomplete.
- Your reporting deadline is February 3, 2003. If your completed Card still has not been submitted by March 17, 2003, you will be assessed a late fee of \$75.



THE STATE BAR OF CALIFORNIA

MCLE COMPLIANCE CARD

COMPLIANCE GROUP 2

BAR NUMBER

MEMBER NAME

PERIOD: 2/1/00 – 1/31/03

Insert Bar Number

Print Name

Insert Telephone Number

I declare under penalty of perjury under the laws of the State of California that I am the member whose name and bar number are printed above and that:

- 1 ☐ I have complied with the 25-hr MCLE requirement.
- 2 ☐ I have complied with my proportional MCLE requirement because: I was officially on voluntary inactive status for a portion of the compliance period; OR I was exempt for only a portion of the compliance period; OR I was admitted or readmitted after February 1, 2000.
- 3 I was exempt from the MCLE requirement for the entire compliance period (see §6.1 of the MCLE Rules & Regulations) because I am:
- a ☐ A retired judge (exemption eliminated effective 1/01/2000)
- b ☐ An officer or elected official of the State of California; or
- c ☐ A full-time professor at a State Bar of California and/or ABA accredited law school; or
- d ☐ A full-time employee of the State of California; or
- e ☐ A full-time employee of the United States Government.

(CHECK ONLY ONE BOX)

MUST BE SIGNED AND
DATED TO BE VALID

SIGNATURE OF MEMBER WHOSE NAME IS PRINTED ABOVE

MM

DD

YY